

**BY ORDER OF THE COMMANDER
94TH AIRLIFT WING**

94TH AIRLIFT WING INSTRUCTION 91-201

4 MARCH 2014



Safety

MISHAP REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 94 AW/SEG

Certified by: 94 AW/SE
(Lt Col Walther Koelln)

Supersedes: 94AWGM91-1, 10 March 2011

Pages: 3

This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs* and AFI 91-202, *The US Air Force Mishap Prevention Program*. This publication establishes the mishap reporting program and procedures for the 94th Airlift Wing and applies to all personnel who perform duties on or around Dobbins ARB, on and off-duty. It establishes procedures and outlines precautionary measures to ensure effective mishap reporting. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 (5 U.S.C. 552A) and AFI 33-332, *Privacy Act Program*.

1. OBJECTIVE: As the 94 AW Commander, I am responsible for ensuring that all mishaps are investigated and reported. Therefore, each agency will establish procedures to ensure that all mishaps which occur in your areas are reported promptly to the Supervisor/Functional Manager, Wing Safety and Command Post (Security Forces and Fire Department if required).

2. DESCRIPTION: An Air Force (AF) mishap is an unplanned and unsought event (not caused by combat), which results in:

- 2.1. Injury to Air Force military personnel (on or off-duty) and injury to on-duty Air Force civilian personnel.
- 2.2. Injury to non-Air Force personnel as a result of Air Force operations.
- 2.3. Occupational illness of military or civilian Air Force personnel. The medical staff through their reporting system reports illnesses, except for flight mishaps.

2.4. Damage to Air Force property or equipment and damage to non-Air Force property as a result of Air Force operations.

2.5. High Accident Potential (HAP), even though it did not result in injury, occupational illness, or reportable damage.

2.6. Degradation of nuclear or radiological safety.

3. PROCEDURES: If any of the above should occur, notify the Safety Office at 655-5121 and Command Post at 655-5106. Additionally if a civilian injury occurs, call 94 MSG/DPC at 655-4976. Ensure the supervisor and employee completes a 94 AW Form 18, *MISHAP REPORT INJURY & NON-INJURY*. Please complete the following forms as required:

3.1. To report a military injury or job related illness, use 94 AW Form 18, *MISHAP REPORT INJURY & NON-INJURY*. Ensure 94 AW/SE receives a copy within 24 hours of the incident.

3.2. To report an appropriated fund civilian injury or job related illness, use Form CA-1 *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation* or CA-2 *Notice of Occupational Disease and Claim for Compensation*. Ensure MSG/DPC receives a copy within 24 hours of the incident. In addition to form CA-1 a 94 AW 18, will be completed and forwarded to the 94 AW/SE within 24 hours. For injury and job related illness claims, DPC will forward information to 94 AW/SE and 94 MSG/SGPB (Military Public Health Services).

3.3. To report a non-appropriated fund (NAF) civilian injury or job related illness, use Form LS-201, *Notice of Employee's Injury or Death* or LS 202, *Employer's First Report of Injury or Occupational Illness*. Ensure the Unit Human Resources (HR) person receives a copy within 24 hours of the incident. In addition to form LS 202 a 94 AW Form 18 will be completed and forwarded to the 94 AW/SE within 24 hours. For injury and job related illness claims, NAF HR will forward a copy of the form to 94 AW/SE and HQ AFRC, Human Resource Services.

4. CONCLUSION: The Point of Contact (POC) for this policy letter is the 94th Airlift Wing Safety Office. They are responsible for accomplishing safety investigations and advising me of what is reportable. This duty cannot be fulfilled if the Wing Safety Office is not involved. The Safety Office is located in Base Operations at 1477 Mimosa Drive, B-737, Suite 103. Contact Safety at 678-655-5121/ 2611.

TIMOTHY E. TARCHICK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, *Safety Programs*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 33-332, *Privacy Act Program*

AFI 33-360, *Publications and Forms Management*, 7 February 2013

AFMAN 33-363, *Management of Records*

Prescribed Form

94 AW Form 18, *Mishap Reporting*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*

Form CA-2, *Notice of Occupational Disease and Claim for Compensation*

Form LS-201, *Notice of Employee's Injury or Death*

Form LS-202, *Employer's First Report of Injury or Occupational Illness*

Abbreviations and Acronyms

ARB—Air Reserve Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRDS—Air Force Records Disposition Schedule

HAP—High Accident Potential